



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 60-20	Subject: UNIFORM FILE ORGANIZATION
Chapter 60:CASE MANAGEMENT / SUPERVISION STANDARDS	Page 1 of 5
Applicable ACA Standards: 2-7070, 2-7071, 2-7072, 3-JCRF-1E-04	Revision Date: 09-15-04, 11-06-06, 11-23-07 , 10-10-08
Signature: /s/ Karen Duncan	Effective Date: 12/31/02
Signature: /s/ Steve Gibson	

I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) Bureau employees will follow established procedures to maintain uniform field files for each youth placed on parole supervision. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Evaluation/Treatment Section - clinical, educational, mental and chemical dependency evaluation and progress reports.

File Section - divided sections within the file to assist in finding materials easily.

III. PROCEDURES:

A. STEPS:

RESPONSIBILITY:

- | | |
|---|-------------------------|
| 1. All entries in the master file must be dated and initialed by the author of the entry. | Juvenile Parole Officer |
| 2. Juvenile Parole field files will be organized in a six-sectioned folder. Information shall be organized <u>chronologically</u> into the following categories, with the most current documents on top in each section. All categories must have sub-section dividers. | Juvenile Parole Officer |

Section 1: **PAROLE**

Section 2: **CASE PLAN**

- | | |
|---|--|
| 1. Institutional Face Sheet <ul style="list-style-type: none"> a. Birth Certificate b. Social Security Card c. Enrollment Number d. Immunization Report | 1. YLS/CMI/or other approved assessments |
| 2. Parole Agreement | 2. Field Investigation <ul style="list-style-type: none"> a. Request b. Report |

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- a. Parole Orientation Checklist
 - b. Disciplinary Action Restrictions
 - c. Notification of Search
 - d. Special Conditions
 - e. Intervention Agreement
 - f. Amended Parole Conditions
 - g. Amended Parole Contract for Electronic Monitoring
3. Placement Information
 - a. CSEA-1 Form (Medicaid Application)
 - b. Insurance
 - c. Child Support Information
 - d. General Benefits Information
 - e. [Common Application for Residency Care \[YCC 60-17 \(A\)\]](#)
 - f. [Individual Youth Placement Agreement \[YCC 60-17 \(C\)\]](#)
 - g. [Pre-approval of Proposed Placement Options \[YCC 60-17 \(D\)\]](#)
 - h. Letter to Parents [[YCC 60-1 \(H\)](#) or [\(L\)](#)]
 - i. [Independent Living Parental Agreement \[YCC 60-14 \(A\)\]](#)
 - j. [Youth Court Notification of Independent Living \[YCC 60-14 \(B\)\]](#)
 - k. [Background Check Request \[YCC 60-14 \(C\)\]](#)
4. Interstate Compact Information
5. Correspondence
 - a. Correspondence by or to Parole Officer (include e-mails)
6. Chronos
 3. Other
 - a. Building Skills Application
 - b. Travel Permits
 - c. CST/IEP (Child Study Team Individual Education Plan
 - d. Mountain Peaks Referral Form
 4. Case Progress Reviews
 - a. Three Month Reviews
 - b. Re-entry Team Meeting Notes
 - c. Team Agenda
 - d. Team Contact Information
 - e. Monthly Progress Reports from Other Placements
 - f. Request for Video Conference
 5. Vision Net Application Forms
 6. Completed Youth Case File Audit

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- a. [Youth Contact Chronological Verification \[YCC 60-1\(B\)\]](#)
(Place in folder no later than youth's discharge)
- b. [YCC 60-20 \(A\) Youth File Perpetual Record](#)
- c. [YCC 60-20 \(B\) Youth File Out of Office, Master Log](#)

Section 3: PROBATION

1. Report to Court / Social History
2. Rap Sheet
3. YPC (Probation Referral)

Section 4: LEGAL

1. Court Documents
 - a. Committing Court Order Social History
2. Revocation Documents
 - a. Certificate to Detain / Authorization to Release Youth
 - b. Notice of Alleged Violation of Parole Agreement
 - c. Juvenile Parole Violation Report
 - d. Waiver of Right to a Hearing
 - e. Offenders Reasons for Waiving On-site Hearing
 - f. Summary of Waiver
 - g. Summary of On-site Hearing
 - h. Order of Revocation
 - i. Summary of Waiver / Hearing Receipt Letter
3. Police Reports
4. Electronic Monitoring Reports
5. UA Documents
6. Restitution/Community Service
 - a. Acknowledgment of Restitution

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Responsibility

7. Receipt and Log for Confiscated Property
8. Duty to Register Letter as Sexual / Violent Offender
 - a. SVOR Department of Justice Sexual / Violent Offender Registration Form
9. Incident Reports
10. Discharge – Juvenile Parole

Section 5: **EVALUATION/TREATMENT**

1. [Authorization for the Release of Confidential Information \[YCC 40-2 \(A\)\]](#)
2. Psychological Information
3. Chemical Dependency Information
4. Educational Information
5. Medical Information
 - a. Immunization Records
 - b. Physical Evaluation
 - c. Medication Information Form

Section 6: **SECURE CARE**

1. Clinical Staff Reports
2. Social Worker Updates
3. Correspondence
4. Institutional Case Plan
5. Disciplinary Hearing Results (JPO will print off e-mail, and then highlight youth's name and offense.)

IV. **CLOSING:**

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

V. **REFERENCES:**

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[*53-1-203, MCA*](#) [*Powers and Duties of the Department of Corrections.*](#)
[*DOC 1.5.5*](#) [*Case Records Management*](#)
[*YCC 1.5.5*](#) [*Case Records Management*](#)

VI. ATTACHMENTS:

[YCC 60-20 \(A\) Youth File Perpetual Record](#)
[YCC 60-20 \(B\) Youth File, Office Master Log](#)